



THE MONTANA
ANALYSIS AND REPORTING SYSTEM
MARS

Account Management


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OBJECTIVES


- By the end of this training you will be able to:
 - Create and manage accounts using the account management menu
 - Describe the roles and functions available to each type of user.






ANALYSIS AND REPORTING SYSTEM – ACCESSING MARS

- Access the Analysis and Reporting System via the Measured Progress iServices website:
<http://iservices.measuredprogress.org>
- Select 'Montana' from the state/contract dropdown menu and select Enter.








ANALYSIS AND REPORTING SYSTEM – ACCESSING MARS

Click on MARS to launch the login screen



Montana
Online Services


Montana CRT-M (SSES)
Pilot Test Information

CRT-Alternate
Student Registration

MARS


Forms and
Manuals





ANALYSIS AND REPORTING SYSTEM – ACCESSING MARS

- System-level Test Coordinators and School Principals received their login account information from Measured Progress / OPI in May 2008.
- Enter the appropriate User Name and Password (system or school) then click on "Log In".



Montana Analysis and Reporting System


Log In


Enter your user name in the field below.
Enter your password in the box marked Password.
Click Log In.

User Name

Password


Log In






ANALYSIS AND REPORTING SYSTEM – HOME PAGE

- After login, the Home page appears. School major (Principal) view:

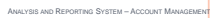


- Links: Home, Reports, Interactive, Released Items, Account Management, Help, Logout, View User Manual.





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- ### Student Assignment

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Fax: 919.974.2001
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ANALYSIS AND REPORTING SYSTEM – ACCOUNT MANAGEMENT

Create User:

Account Management/Teacher User

Create User

Sign Up for your New Account

User Name:
Password:
Confirm Password:

☐ Test User

☐ Grade 10 Mathematics

☐ Grade 10 Reading

☐ Grade 10 Mathematics


☐ Grade 10 Reading


☐ Grade 10 Science

☐ Grade 10 Mathematics

☐ Grade 10 Reading

Create User





ANALYSIS AND REPORTING SYSTEM – ACCOUNT MANAGEMENT

After a user is created, you will need to assign students to the user (ie teacher).

Under Account Management, select Student Assignment

Choose the User you would like to assign students to

Choose the grade the students will be picked from

Choose the students you would like to assign to this user

Each student can be assigned to multiple users

Each user can have students in multiple grades

Student Assignment


School: [dropdown]


User: [dropdown]

Grade: [dropdown]

Assign

	User Name	WLS	Grade	Enroll Date	Student Location
10	10MATH101		10		
10	10MATH102		10		
10	10MATH103		10		





ANALYSIS AND REPORTING SYSTEM – ACCOUNT MANAGEMENT

Delete User:


Account Management/Teacher User

Delete User


User Name: [dropdown]

Delete User

Select the user you would like to delete from the dropdown menu then click on "Delete User".



[illegible]




ANALYSIS AND REPORTING SYSTEM –
CONFIDENTIALITY


Extremely Important!

The information on MARS is confidential and must be protected from viewing by unauthorized individuals.

- Never leave your browser open to MARS when you are not directly working with the program.
- Always completely close your browser and clear the history when you are done on your school computer or especially on any other computer.
- Also, please remember if you export data or copy & paste data from MARS treat it with confidentiality.





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SYSTEM OF HIGHER EDUCATION



MARS HELP

- 2010 MARS User and Training Guide:
 - http://opi.mt.gov/Curriculum/MontCAS/index.html?qpme=1_5&ipme=5_4&ipme=8_2
 - OPI assessment page
 - CRT&ALT page
 - Test Results tab
 - Click on MARS tab
- Technical Support is available at the following:
 - E-Mail: MarsHelp@measuredprogress.org
 - Phone: (866) 632-7764



OPI CONTACT INFORMATION

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